

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Print Timesheets</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Print Timesheets.doc	Release:	R/3 4.6C
Responsibility:	Payroll and Time	Status:	Issued: 6/16/2002 Revised: 04/08/2003

## Overview

### Trigger:

The time administrators at the various State Agencies need to print Timesheets for specific employees or groups of employees.

<b>Business Process Procedure Overview</b>
Within each pay period, time administrators at the various State agencies may print timesheets and distribute them to their employees. After the time sheets are filled out, they are returned to the respective Time Administrator for entry into The SAP system.

<b>Input – Required Fields</b>	<b>Field Value</b>
Payroll Period	Period and year needs to be filled in according to “Period List” as distributed by Dept of Finance
Personnel Number	EIN of the employee or employees
Organization Key	Agency, Low Org. and Distribution
Show with / without Code Block	This radial button is mutually exclusive (one or the other). Select to print the Time Sheet with space for FINET coding block or no space for FINET coding block.
Print Blank Sheet Only	The employee details will print in the header of each timesheet as per the selection in the “Selection” block. It can be suppressed to be blank so that employees can enter their own information.

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	<b>Time Entry Operator → Reports Other → State of Utah Timesheet</b>
Via Transaction Code	Z_PRINT_TIMESHEET
Via Favorites Menu	Personalized Menu → Reporting

Menu access is also available from the “Agency Payroll Coordinator”, “Payroll Monitor”, and “Accountant” menus.

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Program Edit Goto System Help

**State of Utah Time Sheet report**

Payroll period

Payroll area UB

☒ Current period

☐ Other period

Selection

Personnel number

Organization key

Report Selection Parameters

Show with Code Block ☒

Show without Code Block ☐

Print Blank Sheet ONLY ☐

Sort Options

☐ Agency

☐ L. Org.

☒ Dist. Code

Maximum no. of hits 500

PR1 (1) (400) flapp1 OVR

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- 1.2 Select the pay period for which you want Time Sheets. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.
- 1.3 The “Personnel number” field is used to identify specific employees to print time sheets or to exclude certain employees where a time sheet is not needed. Click on the yellow arrow box next to the personnel number field. Use the tabs at the top to include (green tabs) or exclude (red tabs) individual or ranges of employee numbers.
- 1.4 The “Organization key” field allows you to enter the Agency code followed by a blank, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, \*, in your selection criteria. For example, if you wanted to print time sheets for all employees in agency 100 and distribution code 1600, you should enter 100 \*\*\*\*1600. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. When you click on the arrow, a box appears that allows you to enter multiple individual organization keys or a range of organization keys.
- 1.5 Choose an option in the “Report Selection Parameters” block to print time sheet with the FINET code block or without the code block.
- 1.6 Choose “Print Blank Sheet” to print with no employee information in the heading of the timesheet.
- 1.7 Select the sort key to sort by agency or low org or distribution code. If you expect more than 500 employees will meet your selection criteria, change the “Maximum no. of hits”. Press enter, review your selections for accuracy.
- 1.8 Click on the Execute button and view the timesheets to be printed. (See below.)

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Only a portion of the blank timesheet is displayed and you may use the view arrows to the right and bottom of the screen to view more of the timesheet form. If you need to make a change to the selection criteria before printing, select the "Back" button or hit Function Key F3 to return to the previous screen. Change your selection, and click on Execute.

**1.9 To print the timesheets, click on the print icon, or choose File → Print from the screen heading toolbar. Your printer will default, if you choose to print on another printer, change the printer by clicking on the drop down list, and choose an alternative printer.**

**1.10 Click on the Print button. After printing has completed, distribute timesheets, and sign off the system, if desired.**

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- 2.1 Advanced selection options. You may choose to save your selection before you execute the program. This is called “Saving a variant”. This step can be completed after step 1.7 before clicking the Execute button. To save a variant, click the Save button after validating the screen in step 1.8. Enter a name for your Variant, and a short description. Click the “Protect variant” box to ensure no one else changes your variant. Hit the Save button again. Your variant has been saved. Next time you need to execute this report, you will click the variant button, choose your variant (you may have multiples of different agency/org, etc.) and execute the program without having to fill out the fields.**

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